

**भारत सरकार/GOVERNMENT OF INDIA**  
उत्तर-पूर्वी क्षेत्र विकास मंत्रालय/**MINISTRY OF DEVELOPMENT OF NER**  
उत्तर-पूर्वी परिषद् सचिवालय/**NORTH EASTERN COUNCIL SECRETARIAT**  
नाग्रिम हिल्स, शिलांग/**NONGRIM HILLS, SHILLONG -793003**  
**Website: <https://necouncil.gov.in>**

**ADVERTISEMENT NOTICE**

The North Eastern Council Secretariat, Shillong invites applications for the contractual posts of 3 (three) Consultants in the NEC Secretariat. The details are available in the NEC Website ([www.necouncil.gov.in](http://www.necouncil.gov.in)). The duly filled up application form should be submitted to Director(Admn), Room No. 405, NEC Secretariat, Nongrim Hills, Shillong – 793003, **latest by the 31<sup>st</sup> July, 2024**. The application received after the last date will not be taken into consideration.

(एल. एस. गांगटे/L.S. Gangte)  
निदेशक (प्रशासन)/Director (Admn.)

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**Website: <https://necouncil.gov.in>**

**Subject: -** Advertisement for engagement of 3(three) Consultants in the NEC Secretariat, Shillong.

Applications in prescribed format are invited for the contractual post of 3 (three) Consultants in the NEC Secretariat. The qualifications, Experience and Duties & responsibilities of the contractual staff are at **Annexure-I** and other general conditions are given below:-

**I. General Terms and Conditions for engagement of Consultants:-**

- i.** Minimum age of the applicant will be 25 years and maximum age limit as on the 1st January of the year of publication of the advertisement will be 50 years. There will be age limit relaxation by 5(five) years for SC/ ST candidates and 3(three) years for OBC candidates.
- ii.** The engagement of Consultants is on fulltime basis and they shall not be permitted to take up any other assignment during the period of engagement with the NEC. However, the engagement of Consultants will be purely of contractual nature and the Consultants will not claim for absorption to any post(s) in the NEC Secretariat. The engagement can be cancelled by the NEC Secretariat at any time and without assigning any reason.
- iii.** Monthly remuneration would be Rs. 50,000/- per month.

**II. Period of Engagement: -**

The initial term of engagement shall be of one year and subsequent extensions(s), if any, shall be considered on case to case basis depending upon the requirement, work performance and quality of output as per the Guidelines for engagement of Consultant(s) in NEC.

- III. Full Time Basis:** The consultant will be appointed on fulltime basis. They will not be allowed to take any other assignment during the period of consultancy. During the engagement in NEC, they will be governed by the existing central government rules and regulations regarding engagement of consultants.

- IV. Place of Work:** The place of work will be NEC Secretariat, Nongrim Hills, Shillong. However, while ensuring a robust mechanism of monitoring of the

physical and as well as progress of the NEC sponsored projects/schemes, he/she should undertake frequent site inspections/monitoring in all the eight States of the NER in respect of the projects/schemes being assigned to them from time to time by the Competent Authority of the NEC Secretariat.

- V. **Other Terms and Conditions:** - Other terms and conditions of employment like payment of T.A/D.A, library facility etc, will be governed by the existing rules of the Central Government. However, the NEC Secretariat will not provide residential accommodation. The Consultant will have to make his/ her own arrangement in this regard.
- VI. **Submission of Applications:** - The interested candidate may download the application form from the NEC website and send their duly filled in application with the detailed bio-data latest **by the 31st July, 2024** to the Director (Admn), North Eastern Council Secretariat, Nongrim Hills, Shillong-793003, Meghalaya.
- VII. **Method of Recruitment:** - The applicants who will be shortlisted for written test/interview based on fulfilment of all eligibility criteria will be informed of the date and time of written test/ interview individually. However, no request for postponement of the date of written test/ interview for whatever reason(s) will be entertained.
- VIII. **Signing of Agreement:** - The selected candidates will sign a contract with NEC as per usual terms and conditions.
- IX. **Supervision:** - The selected consultant will work under the close supervision of Adviser (T&C), NEC/ Superintending Engineer (Civil), NEC.
- X. **Redressal of Grievances/Settlement of Disputes:** - The decision of the Secretary, NEC in all matters of appointment of consultants will be final and binding. The NEC Secretariat reserves the rights to accept or reject any or all of the applications received for appointment of consultants without assigning any reason thereof.

**Table indicating the requirement by the Section for engagement of Consultants (on contract basis) in the NEC Secretariat**

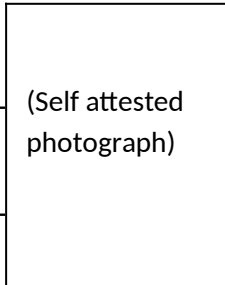
<b>Sl. No.</b>	<b>Section</b>	<b>No. of Consultants</b>	<b>Essential minimum Education Qualification and Experience</b>	<b>Desirable qualification and experience</b>	<b>Duties &amp; responsibilities</b>
<b>1.</b>	<b>T&amp;C</b>	<b>3</b>	<ul style="list-style-type: none"> <li>• B-Tech/BE in Civil Engineering from recognized universities/institutions.</li> <li>• More than 3(three) years of experience after graduation in the field of Roads/Bridges/Buildings &amp; other similar works of Civil Engineering.</li> <li>• Minimum 6(Six) months of exposure to the Planning/Monitoring/Execution/DPR scrutiny of hill roads and its other appurtenances work.</li> </ul>		<p>Physical monitoring and inspection of NEC funded Roads &amp; Bridge projects/ schemes of NEC under NESIDS (Roads) in the 8 (eight) States of the NER.</p> <p>Submission of monitoring/inspection reports indicating inter alia, the physical &amp; financial progress, photographs, etc of such infrastructures/Roads &amp; Bridges Projects.</p> <p>Assistance in different areas of work pertaining to the T&amp;C Sector.</p> <p>Carrying out feasibility study of projects and examined DPR for Road &amp; Bridge Projects submitted by State Govt. of NER and civil estimates of the DPR received in the NEC Secretariat in different Sectors.</p>

**APPLICATION FORMAT FOR ENGAGEMENT OF CONSULTANT (ON CONTRACT BASIS)  
IN THE NORTH EASTERN COUNCIL SECRETARIAT, SHILLONG.**

(Name of the Post applied for: \_\_\_\_\_)

Section : \_\_\_\_\_)

1. Name \_\_\_\_\_



2. Father's Name \_\_\_\_\_

3. Date of Birth \_\_\_\_\_

4. Domicile \_\_\_\_\_

5. Nationality \_\_\_\_\_

6. Mailing Address (With Tel/Mobile No and E-mail ID)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Permanent Address

\_\_\_\_\_

\_\_\_\_\_

8. Educational Qualifications (Self attested copies of Certificate (s) to be enclosed):

Sl No	Course	Subjects	University/Institute	Year of Passing	Division/Class
1	2	3	4	5	6

9. Additional qualification, if any. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**10. Work Experience (Self attested copies of Certificate (s) to be enclosed):**

Sl No	Organization/Institute	Period: From..... To.....	Nature of Work	Remarks
1	2	3	4	5

**11. Functional knowledge of computer (self attested copies of certificates to be enclosed):\_\_\_\_\_**

**12. Whether SC/ST/OBC (relevant certificate to be enclosed):\_\_\_\_\_**

**Signature.....**

**Full Name:.....**

**Date.....**